



U.S. Embassy, Manama ✧ Human Resources Office

**JOB VACANCY ANNOUNCEMENT
REGISTERED PROFESSIONAL NURSE**

ANNOUNCEMENT NUMBER: 07-22

OPEN TO: All Interested Candidates

POSITION: **Registered Professional Nurse (POSN #100158)**

OPENING DATE: November 07, 2007

CLOSING DATE: November 21, 2007

WORK HOURS: **Part-time;** 20 hours/week

SALARY: *Not-Ordinarily Resident (NOR): US\$ 40,118 p.a. (starting salary)
(Position Grade: FP-5 is confirmed by Washington)

*Ordinarily Resident (OR): BD 9212 p.a. (Starting salary, not including allowances)
(Position Grade: FSN-9)

Note: salaries are calculated on 40 hours/week; definitions of NOR and OR at the end of this vacancy announcement

The U.S. Embassy in Manama is seeking an individual for the position of a Registered Professional Nurse in the Medical Unit.

BASIC FUNCTION OF THE POSITION

This Registered Professional Nurse functions as a fully credentialed/licensed professional nurse in Bahrain and provides a full range of professional nursing services to American and Locally Employed Staff. The position is responsible for the health orientation of newly arrived personnel; s/he will coordinate medical clearance examinations, evacuations and local hospitalizations of American Foreign Service personnel. The selected candidate will maintain an occupational health clinic, including routine and travel immunizations, as well as current working knowledge and relationship with local providers and facilities. The nurse participates in Embassy medical duty call rotation.

The position is located in the Embassy Health Unit (HU) and is under the direct supervision of the Management Officer. The Regional Medical Officer located at the U.S. Embassy in Riyadh is the medical point of contact and available resource. The position is part-time and shared.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Shahnaz Moamen, x2937.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Graduate of a professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent (to include Australia, New Zealand, Canada, South Africa) is required.

2. Prior Experience: At least two years of occupational health experience, with at least one year in the U.S., Puerto Rico, or Western European equivalent is required.

3. Language: Level IV (Fluent) Speaking/Reading English is required.

4. Job Knowledge: The ability to administer adult and pediatric immunization programs according to current CDC standards is required as are basic nursing skills, such as vital signs measurement and bedside nursing care. A good working knowledge or experience of current health promotion recommendations in the U.S. population is required. Familiarity with American nursing standards of care is required. Knowledge in emergency preparedness, including management of natural disasters, is required.

5. Skills & Abilities: Candidates must have strong interpersonal skills and a client-oriented disposition. Ability to perform basic word processing on the computer is required. Ability to provide travel medicine recommendations and health precautions is required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Applications for this position are to be submitted through your American and FSN supervisor, if applicable.
6. The candidate must be able to obtain and hold a public trust security clearance

TO APPLY

Interested applicants for the positions must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); **or**
2. A current resume or curriculum vitae that provides the same information as an OF-612; **plus**
3. Candidates who claim U.S. Veterans preference must provide a copy of Form DD-214 with their application; **and**
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above; **and**
5. List any family members who are currently employed at the Mission. Any omission in this area either intentional or accidental may be grounds for dismissal as falsifying an employment application.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Vacancy Announcement 07-22

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone:17-242-700 /Fax: 17-242-807

E-mail: ManamaHRO@manama.gov

*** DEFINITIONS:**

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or child who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Manama-Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Approved: MO:RKengott ,Cleared: HRO:JDavies; FMO: HDesjardins